

12.415 REPORTING AND CLASSIFYING ASSAULT OFFENSES

Reference:

Procedure 12.230 - Fatal Crash Investigation and
Placement of Related Charges
Procedure 12.430 - Endangering Children Offenses
Ohio Revised Code 2903.08 Aggravated Vehicular
Assault; Vehicular
Assault
Ohio Revised Code 2903.11 Felonious Assault
Ohio Revised Code 2903.12 Aggravated Assault
Ohio Revised Code 2903.13 Assault
Ohio Revised Code 2903.14 Negligent Assault
Ohio Revised Code 2935.01 Definitions
Ohio Uniform Incident Report Training Manual

Definition:

Incident reports are: Form 301, Incident Report;
Form 301VVS, Victim/Vehicle Supplement; Form 301PS,
Property Supplement; Form 301AS, Arrest Supplement;
Form 303, Motor Vehicle Incident Report; and Form
304, Missing Report.

Purpose:

Guide and instruct police personnel in the
investigation and reporting of assault offenses.

Provide data necessary for conversion of Ohio
Revised Code (ORC) Statutory Reporting to the 301,
Incident Report.

Policy:

Officers will conduct a preliminary investigation
when called to the scene of an incident. They will
record all facts and actions fairly and impartially.
They will provide the requested police service and
complete an accurate and thorough report. Reports
for serious offenses will be submitted immediately.
All other offense reports will be submitted before
the completion of their shift.

Procedure:

A. Reporting Assault Offenses:

1. Complete a Form 301, Incident Report, and
any related supplement for each assault
incident.

- a. Title all reports with the proper State Statute: Felonious Assault, Aggravated Assault, Negligent Assault, or Assault, followed by the ORC section number.
 - 1) Traffic Section personnel are responsible for the investigation and the related 301, Incident Report, of all serious motor vehicle incidents where an offender could be charged with Aggravated Vehicular Assault, or Vehicular Assault. (See Procedure 12.230)
 - 2) If the victim of the assault is under 18 years of age or a physically or mentally handicapped person under 21 years of age, caution must be used as it may be an Endangering Children Offense, and should not be titled as an Assault. (See Procedure 12.430)
 - 3) Details of the offense, including seriousness of the injury and intent of the assailant, will be described in the narrative section and victim section on the 301, Incident Report.
 - a) List injuries as accurately as possible e.g., 6" cut on neck, broken left leg; black eye; broken nose.
 - b) Identify and describe the weapon used in the assault e.g., kitchen knife with 9" blade, 2' long piece of 2" x 4" board, pocketknife with 2" blade, .32 caliber revolver, foot.
2. When a police officer is assaulted, the 301, Incident Report, will be titled using the proper state statute with the notation "Police Officer" in parenthesis.
 - a. For reporting purposes, a police officer has the same meaning as "Peace Officer" as defined in section 2935.01 of the Ohio Revised Code.

A police officer will include a sworn law enforcement officer of the Federal Government, a state, or one of its political subdivisions, who is acting in his official capacity whether on or off duty.

- b. All 301, Incident Reports for assaults on police officers will include, in the narrative section the following information:
 - 1) The type of assignment the assaulted police officer was engaged in e.g., uniform, detective, special assignment.
 - 2) The actual activity the officer was engaged in when the assault occurred e.g., traffic pursuit and stop, responding to disturbance, burglary in progress, ambush - no warning, investigating persons under suspicious circumstances.
 - 3) The number of officers present when the assault occurred e.g., assigned to two-officer car, one-officer car assisting another car, alone at the time of the assault.
- 3. The arresting officer will include the offense number (if available) and complainant's name on all arrest records.
- 4. The 301, Incident Report, voids the need for a Minor Accident/Aided Case/Mental Health Response Report (Form 316) when the aid is given at the time of reporting. However, the following information must be included in the victim section of the 301, Incident Report, by fully completing the appropriate blocks.
 - a. If there is a possibility of death resulting from an assault, the Homicide Unit will be notified as soon as possible.